

**RICHMOND WATER AND SEWER
COMMISSION MEETING
September 18, 2017 MINUTES**

Members Present: Fran Huntoon; Bard Hill; David Sander; Lincoln Bressor

Members Absent: Bob Reap

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Rod West; Deb Shelby; Marta and Rob Richardson; and Erin Wagg was present from MMCTV to tape the meeting.

Ms. Huntoon called the meeting to order at 6:40 PM.

Welcome and Public Comment

Ms. Huntoon asked for any public comment but there was none.

Superintendent’s Report

Mr. Chamberlin reported that our engineer, Green Mountain Engineering, wanted the town to put together a letter to SD Ireland regarding our impatience with getting the tank addressed. SDI wanted to wait until October, however, the preferred method of addressing one of the leaks was to inject with epoxy that required minimum temperatures which were soon going away. There was discussion on this, and it was agreed that this letter should be written.

Mr. Chamberlin reported that influent piping had been redone at the wastewater facility, and the permit renewal for that facility was happening next year. The State is starting draft permits under new rules that regulate phosphorus and other pollutants, making it more difficult for plants to meet treatment mandates.

Mr. Chamberlin asked that whenever the town does paving on a street, to include that the contractor does risers, etc. for water and sewer caps. It was often uncoordinated with Water Resources.

Mr. Chamberlin also talked about the water and sewer work done by Salvas, and noted that they were working through the final payments. He noted that on this PO, the work had been approved for a certain dollar amount and he wanted to be able to switch contractors under the same PO. The Manager objected, noting that each purchase order was specific as to who, dollar amount and for what reason and changing any of that without board approval should be avoided. There was some discussion. Mr. Hill suggested that being more transparent with the public was best, so the board should approve any changes.

West Main Street – Request for Proposal review

The Manager explained that he developed a draft RFP for a design-build extension of water and wastewater lines into the Gateway area. This RFP included qualifications statements, criteria for judging the bid as well as being much more technical and detailed than a typical one or two page RFP.

The commissioners went through the proposal, and several edits and suggestions for improvement were made. It was suggested that we include a reference to meet all applicable state and local standards and requirements.

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2 Mr. Chamberlin asked if we should include sizing for future capacity – not just growth within the
3 expansion area but for growth beyond. Sizing for fire protection was also an outstanding question.
4 Perhaps a high-cost option and low-cost option.
5

6 Rod West said we need a baseline cost for properties expecting to stay at a standard Equivalent
7 Residential Unit. Properties that develop would pay higher ERUs, but properties that don't should pay
8 the cheapest possible price – we shouldn't overburden properties that stay single family homes. He
9 added he felt fire protection had value and we should anticipate some growth when sizing lines.
10

11 Ms. Huntoon asked that was this just for the Gateway, or should we anticipate more? Mr. Bressor said
12 we're at a crossroads on this project.
13

14 There was additional discussion on design details, financing details and other issues. Rod West
15 introduced Deb Shelby, who was planning a facility on the Reap property that would need water. She
16 explained her activity as a medical spa for animals with up to 12 employees. She hoped to be up and
17 running next Summer.
18

19 After some additional board discussion, it was agreed that the RFP should be amended and move
20 forward.
21

22 Approval of Warrants

23
24 The warrant was approved.
25

26 Items for discussion at the next meeting, start at 5:30:

27 West Main Utility Extension – design build RFP
28 Water Tank Update
29

30 Adjourn

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32 Mr. Bressor offered a motion to adjourn at 6:55 pm and was seconded by Mr. Hill. So voted.